iPhone IMAP/POP Configuration Guide

This guide will enable you to set up an IMAP/POP account to access your Millikin University email on your iPhone. The screens may appear slightly different on your device.

Selecting IMAP or POP is personal preference. The images in this guide show IMAP, but the text reflects the settings for both IMAP and POP.

1. On your iPhone’s Home screen, tap **Settings**.
2. Tap **Mail, Contacts, Calendars**.
3. Tap **Add Account...**
4. When the Add Account menu opens, tap **Other**.
5. Tap **Add Mail Account**.
6. In the **Name** field, enter your name as you would like it to appear.
7. In the **Address** field, enter your Millikin email address.
8. In the **Password** field, enter the password you use to access your Millikin accounts.
9. In the **Description** field, type Millikin.
10. Tap **Next**.

11. In the New Account menu, the fields in the first section will be completed with the information you entered in the previous steps.
12. Under **Incoming Mail Server**, enter mail.millikin.edu in the **Host Name** field.
13. In the **User Name** field, enter your Millikin Username (without the @millikin.edu).
14. In the **Password** field, enter the password you use to access your Millikin accounts.
15. Under **Outgoing Mail Server**, enter smtp.millikin.edu in the **Host Name** field.
16. *In the **User Name** field, enter your Millikin Username (without the @millikin.edu).*
17. *In the **Password** field, enter the password you use to access your Millikin accounts.*
18. Tap **Next**.

*These fields are NOT optional!"
19. You will see that the iPhone is verifying the information you entered. This process may take up to 5 minutes to complete. Please be patient.

![Verifying Image](image)

20. When verification of your account settings is complete, you can choose whether or not to sync your mail and/or notes from your Millikin account. Once you have chosen your preferences, tap **Save**.

![Mail Settings Image](image)

21. You have completed the setup.

**Troubleshooting:**

If you are still unable to view your email through your iPad, check the following settings and try again.

1. Make sure you have and keep less than 1000 messages in your Inbox.
2. If you are connected to Millikin’s wireless network, make sure you are connected to the secured wireless network (MU-RESNET for students, MU-ADMIN for employees).
3. Make sure that you have entered your email address in the Address field, and your username only in the User Name field.
4. Make sure you are entering your password correctly.
5. Delete the current setup and try again.